

XYZ AmeriCorps Supervisor Timesheet Instructions

Please note that the AmeriCorps timesheet is considered a federal document, and any misrepresentation is considered federal fraud. Please follow these steps to ensure it is completed completely. You should encourage members to complete their timesheet daily to ensure accuracy. If you have any questions, please contact your AmeriCorps Program Coordinator.

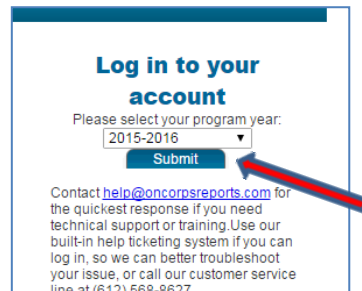
Where do I locate the AmeriCorps Member Timesheet?

Directly through OnCorps

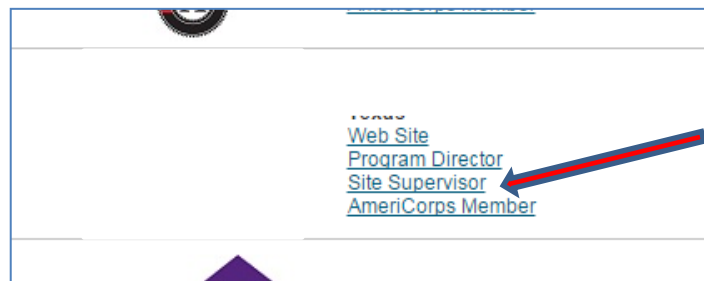
1. Bookmark: <https://va.oncorpsreports.com/>



2. Select 2020-21 from the dropdown menu and click submit.



3. Click on Site Supervisor next to the XYZ AmeriCorps Logo.



4. Sign in to OnCorps. If it's your first time signing in, use your first initial and last name as your username, and your temporary password will be cis (all lowercase letters). Please change your password on your first log in. After you login, you'll see a Welcome screen.

Login to OnCorps Reports

OnCorps Reports™

On task. On time. Online.

You are logging into:
2014-2015 Communities In Schools of
Central Texas
[change](#)

Site Supervisor Username:
jnlewis

Password:

Login

Forgot your password?
Enter your e-mail address below and your
login name and password will be e-mailed
to you. It may end up in your spam folder,
so check there as well.

Email:

Send

5. From the Welcome screen, click on Time Tracking → Member Service Hours → Approve Member Timesheets

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Home

Welcome Nikki

To add notifications to your homepage, select them from the list below:
Select a Notification

Member Service Hours

- Approve Member Timesheets
- Filter Member Timesheets
- Total Member Hours Graph
- Member Total Hours Year-To-Date
- Print Member Timesheets
- Reject Approved Member Timesheets

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6. From the “Approve Member Timesheets” page, use the first dropdown to view all submitted timesheets by members supervised in a selected month OR use the second dropdown to view all timesheets submitted by one specific member.

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Home > Time Tracking > Member Service Hours > Approve Member Timesheets

Approve Member Timesheets

Select a Period:
Use this to view submitted AmeriCorps Member timesheets within a specific payroll period—all submitted AmeriCorps Member timesheets will be display for the selected payroll period.
Select One Choose

OR Select a AmeriCorps Member:
Use this to view all of an individual AmeriCorps Members' SUBMITTED timesheets.
Select One Choose

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Directly through email

1. When a member submits their timesheet you will receive an email from reports@oncorpsreports.com Clicking on the link provided will take you directly to the sign-in page. Once you sign in, you will be taken directly to that member's timesheet.



How do I review the AmeriCorps Member Timesheet?

1. Once the member's timesheet is onscreen, you will be able to view the status trail of the selected member's timesheet for each selected period. You can review any time spent on campus, and verify the accuracy for each day the member served.

The screenshot shows the "Members" page for Alexa Johnson (167822) at Martin Middle School. The "Approve/Review Timesheets" section shows a selected period of 07/01/2015 - 07/31/2015. Below is a "Timesheet History" table and a detailed timesheet grid.

Status	Date	Time	User	User Type	Comments
Saved	07/01/2015	1:58PM	Alexa Johnson	AmeriCorps Member	
Saved	07/07/2015	12:27PM	Alexa Johnson	AmeriCorps Member	
Saved	07/08/2015	8:33AM	Alexa Johnson	AmeriCorps Member	
Saved	07/08/2015	12:48PM	Alexa Johnson	AmeriCorps Member	
Saved	07/08/2015	1:34PM	Alexa Johnson	AmeriCorps Member	
Submitted	07/08/2015	3:38PM	Alexa Johnson	AmeriCorps Member	

The detailed timesheet grid shows the following data:

Date	Time In	Time Out	Category	Service Site	Description/Activity	Hours	
Wed Jul 1	(No Time Entered)						
Thu Jul 2	(No Time Entered)						
Fri Jul 3	(No Time Entered)						
Sat Jul 4	(No Time Entered)						
Sun Jul 5	(No Time Entered)						
Mon Jul 6							
Total Daily Hours		02:15 PM	03:45 PM	3 - Other CIS/AmC Support (HOF & Description)	Martin Middle School	ASP/RE summer camp	1.5
Total Daily Hours		08:30 AM	02:30 PM	3 - Other CIS/AmC Support (HOF & Description)	Martin Middle School	ASP/RE summer camp	6
Total Daily Hours		04:00 PM	09:20 PM	Other Trainings (HOF/Sign-in & Description)	Martin Middle School	LAK	5
Total Daily Hours							
Total Daily Hours		08:30 AM	02:30 PM	3 - Other CIS/AmC Support (HOF & Description)	Martin Middle School	ASP/RE summer camp	5
Total Daily Hours		08:30 AM	02:20 PM	3 - Other CIS/AmC Support (HOF & Description)	Martin Middle School	ASP/RE summer camp	16.5

2. Once you have reviewed the timesheet completely, you may electronically sign it with approval, or reject it with your reason for rejection in the comments box, i.e. "Please review time on 9/17," or "Please add supervision time to each Wednesday from 2:30 – 3:30pm."

NOTE: If a member's timesheet is rejected by a Site Supervisor **OR** the AmeriCorps Program Coordinator, you must review the timesheet again for any changes to hours on campus.

Time Out	Category	Service Site
04:00 PM	CISIAmC Trainings	Martin Middle School

I have reviewed and approve this time sheet.
 I have reviewed and DO NOT approve this time sheet.
(Member will be notified via e-mail to correct and re-submit this time sheet)

Comments:
1000 characters left

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To avoid rejected timesheets, please help remind your members:

1. If a member participated in extra hours opportunities, **they must turn in the Hours Opportunity Form by the 7th of the following month.**
 - ✓ All extra hours should be included on their timesheet listed on the exact day they served the extra hours.
 - ✓ Members should refer to the Hours Opportunity Form for instructions regarding these hours.
2. Members should include sick time on their timesheet. The hours will not be added to the total, but will be utilized for future reference.
 - ✓ An absence of 3 or more consecutive service days will require a doctor's note.
3. Members will include holiday time on their timesheet – for example, if they are out for Thanksgiving break.
 - ✓ If they serve hours during any school holiday, this must be pre-approved by you **and** the AmeriCorps Program Coordinator prior to the holiday.
4. AmeriCorps staff will verify training hours and day of service hours against the sign-in sheet members complete at those events.
 - ✓ Members should ensure that time in and out on timesheets and sign-in sheets match exactly.